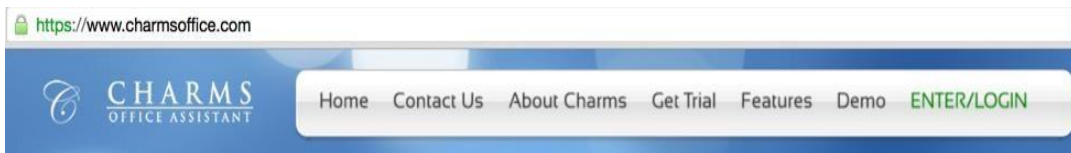


How to access parent/student information in

CHARMS

- Start by going to the **Charms Office Assistant** home page – www.charmsoffice.com.
- On the top right side of this page you will see the words “**ENTER/LOGIN**”.



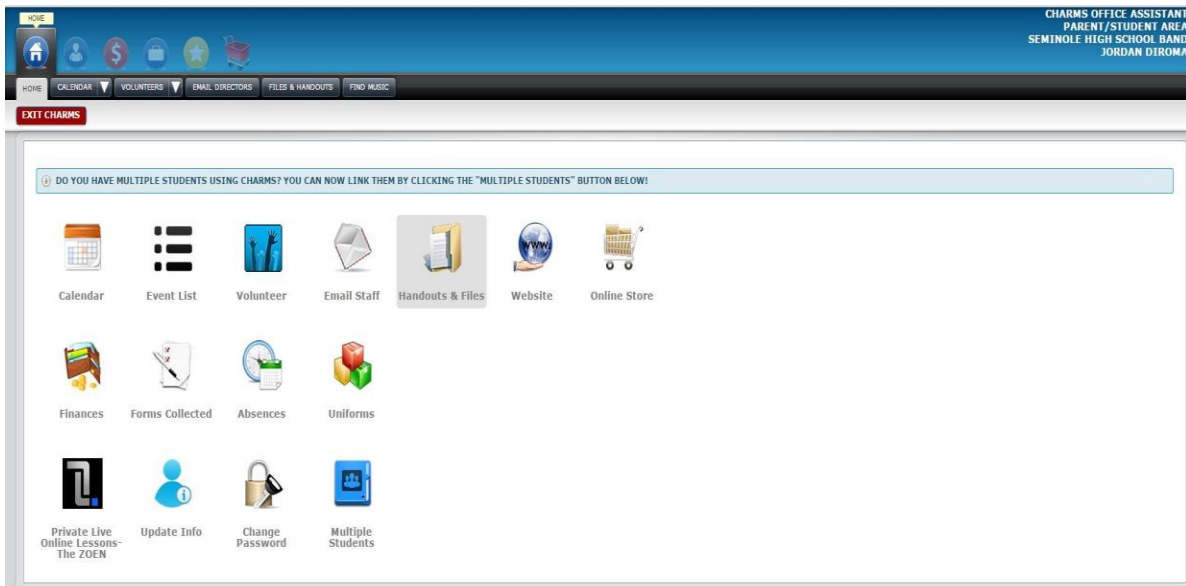
- Place your mouse over those words and a drop down menu will appear. Move your mouse down and click on the “**Parents\Students\Members**” hyperlink. This will take you to the login page.
- In the center of the page you will see the words “**Charms Parent/Student/Member Area**”.
- Under those words you will see “**Please Enter Your School Code:**”
- Under those words there is an empty field where you should type: **seminoleband** as one word, no spaces.

A screenshot of the Charms Parent/Student/Member Area login page. The page has a blue header with the Charms logo and the text 'Charms Parent/Student/Member Area'. Below the header, there is a section titled 'Please Enter Your School Code:' followed by an empty text input field with a password icon on the right. Below the input field, there is a note: '(for a demo, please enter "cornchoir" or "ehsband")'. To the right of the input field is a blue button labeled 'Enter Charms'. At the bottom left, there is a link that says 'Need School Code?' with a dropdown arrow.

- Now move your mouse over the button that says “**Enter Charms**” and click on it.
- At the top left side of the next page you will see “**Student Area Password: (Case Sensitive!)**”. Under those words there is an empty field where you should type your password.



- After typing the password, move your mouse over the button that says “ENTER”. After you click that button you will then see a page with many icons on it.



- This is the main parent page. This will allow you to look at the “public” calendar for our organization, event list, handouts and other files. The “Finances” Icon is where you will find your ledger, which contains all Fair Share donations, fundraising dollars, and Fair Share transfers.